

11.7 Sick Leave

All MCWD employees, including paid interns and part-time employees, are eligible for paid sick leave.

REGULAR FULL-TIME EMPLOYEES.

Regular full-time employees who work at least thirty two (32) hours per week are eligible for paid sick leave benefits which accrue at the rate of one (1) day per calendar month for each full month of employment from his/her date of hire. For any partial month of employment, such as if the employee starts work mid-month, or when an employee takes a leave of absence, the employee will accrue paid sick leave on a pro-rata basis. ~~of one hour for every 20 hours worked.~~

No Accrual Limit - MCWD provides for CalPERS sick leave credit . Employees are encouraged to conserve sick leave should it be needed for an unexpected personal illness or disability, there is no limit on the maximum number of hours an employee can accumulate.

Annual Pay-Out - An employee who uses two (2) days or less of his / her annual sick leave entitlement will be given the opportunity at the end of the calendar year to convert two (2) days of the remaining sick leave into vacation, or let the sick leave accumulate and carry-over to the following year. Sick leave used for doctor/dentist appointments of four (4) hours or less, during work hours will not be subject to this provision. Appointments of over four (4) hours require a doctor's note.

Retirement Payout- After ten (10) years of continuous service, or at age sixty (60) years or above, upon termination or retirement from employment, an employee shall be paid for sixty percent (60%) of his/her accumulated sick leave up to a maximum of two hundred forty (240) hours. All payments will be made at the current rate of pay.

PART-TIME EMPLOYEES AND PAID INTERNS.

All other eEmployees who are not regular full-time employees will accrue paid sick leave at the rate of one hour for every 30 hours worked. Part-time employees and paid interns may accrue up to 48 hours of paid sick leave per year; and may request and use up 24 hours per year.

~~**No Accrual Limit** - Since MCWD provides for CalPERS sick leave credit, and that, Employees are encouraged to conserve sick leave should it be needed for an unexpected personal illness or disability, there is no limit on the maximum number of hours an employee can accumulate.~~

PAID SICK LEAVE RULES FOR ALL EMPLOYEES

Notice of Absence – An eEmployee who ~~are-is~~ absent from work due to illness or injury must notify his/her immediate supervisor as stated in Section 9.0[D1] of this Handbook.

Sick Leave Use – ~~Paid sick Sick Leave is may be used for any of the following: to be used for absences due to medical or doctor appointments, personal illness or injury, specific legally protected absences such as time off for crime victims, or to attend to an illness of a child, parent, spouse, or a registered domestic partner of the employee.~~

- Time off for the diagnosis, care or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member;
- Time off for an employee who is a victim of domestic violence, sexual assault or stalking to obtain relief, including medical attention and psychological counseling.

A "family member" includes the employee's child (biological, adopted, foster child, stepchild, legal ward, or a child to whom the employee stands *in loco parentis*, and regardless of age or dependency status); parent (biological, adoptive, foster parent, stepparent, legal guardian or a person who was *in loco parentis* when the employee was a minor); parents in-law through an employee's spouse or registered domestic partner; spouse; registered domestic partner; grandparent; grandchild; and sibling.

Rate of Pay - All sick leave payments will be based on an employee's regular rate of pay in effect at the time such payments are made. As appropriate, sick leave payments ~~These payments will may!~~ be coordinated with applicable disability insurance payments or Workers Compensation Insurance benefit payments, so that all such payments will not exceed the employee's normal weekly gross earnings.

Exhaustion of Paid Sick Leave Accrual - Full or partial days off due to illness or injury in excess of accrued sick leave by a non-exempt employee will be taken without pay. ~~An eExempt employees who hasve used all ofr~~ his/her accrued sick leave benefits will continue to receive his/her salary for an occasional illness that is less than a full day under this sick leave policy. The salary of an exempt employees who ~~have-has~~ exhausted his/her sick leave ~~will-may~~ be deducted for absences of a full day or more due to illness or disability.

Sick Leave Certification – ~~An eEmployee~~ who ~~isare~~ absent for three (3) or more consecutive workdays due to illness or injury, ~~will-may~~ be required to submit a health care provider's certification to substantiate the use of sick leave. In addition, before an employee may return to work, MCWD may require a health care provider's written certification that the employee is capable of resuming his/her job responsibilities. ~~An eEmployee~~ ~~isare~~ not expected to disclose any diagnosis or private health information, but any material misrepresentations regarding the use

of sick leave (e.g., using sick leave for an unqualified absence) may result in corrective action up to and including termination of employment.

~~**Annual Pay-Out**—Employees An employee who uses two (2) days or less of his / her annual sick leave entitlement will be given the opportunity at the end of the calendar year to convert two (2) days of the remaining sick leave into vacation, or let the sick leave accumulate and carry over to the following year. Sick leave used for doctor/dentist appointments of four (4) hours or less, during work hours will not be subject to this provision. Appointments of over four (4) hours require a doctor's note.~~

~~**Retirement Payoff Payout**—After ten (10) years of continuous service, or at age sixty (60) years or above, upon termination or retirement from employment, an employee shall be paid for sixty percent (60%) of his/her accumulated sick leave up to a maximum of two hundred forty (240) hours. All payments will be made at the current rate of pay.~~

~~**Separation of Employment.** If an employee's employment ends before he or she is eligible for a retirement payout, there will be no payout of any accrued but unused paid sick leave.~~